



CITY OF WILLIAMSBURG WATER/SEWER BILLING ELECTRONIC PAYMENT OPTIONS

The City of Williamsburg offers two convenient ways to pay your Water/Sewer bill electronically.

1. **AUTOMATIC PAYMENT PLAN** – The option to have the City automatically draft your bank account for the amount due each billing cycle. To sign up for this option, please complete the attached application.
2. **CITY OF WILLIAMSBURG WEBSITE ONLINE PAYMENT-** This option allows you to pay your Water/Sewer bill online with a credit card or an electronic (quick) check. To use this option, please go to the City's web address, <http://www.williamsburgva.gov> and click on the E-Government Link. To login, you will need a PIN number and your customer identification number. To request a temporary PIN number, please contact the Water/Utility Department at 757-220-6188. Your customer identification number is located on your actual bill statement and is the portion of the account number after the dash (shaded in the **example** below).

Account Number	Please Pay
9999 - 99999	\$0.00
Invoice Number	Amount Enclosed
999999	

Example

To ensure your privacy, you will be asked for your email address the first time you login and a new PIN number will be sent to the entered email address. **This is a one time procedure and your PIN number will not change unless you change it.**

Please contact the Water/Utility Department at 757-220-6188 during normal business hours (M-F, 8:00 a.m. - 4:30 p.m.) with any questions concerning your payment options or billing statement.